

Human Resource Manager

Leading International distributor w/ corp office in Queens seeks Human Resources Manager w/6 + years payroll/benefits experience, including 2 years as manager, to run HR/Benefits/Payroll department. Responsible for managing payroll processing, including time and attendance system, and administration of company benefits for 250 employees. Will also assist in the development and administration of corporate HR policies and oversee company's affirmative action program and recruitment efforts, workers' compensation plan and regulatory compliance reporting. Excellent interpersonal skills and proficiency in Word/Excel required with ADP PayeXpert and some college a plus. Salary commensurate w/ exp. E-mail resume with salary requirements to Msimmons@pmpHR.com. EOE